



PROFESSIONAL DRESS CODE GUIDELINES



Hereford Independent School District

The personal appearance of Hereford ISD employees affects the respect that others have for the organization, the staff, and the respect that employees have for themselves and for each other. As a representative of the Hereford Independent School District, employees are expected to dress with dignity and professionalism and in a manner that is tasteful and not offensive, suggestive, revealing, distracting or insulting to others.

- *A tailored appearance* would necessitate that clothing be clean, wrinkle-free, and not in need of repair at the beginning of each workday. Appropriate attire for women: dresses, skirts or slacks with blouses, suits. Appropriate attire for men: slacks with a dress shirt and/or similar collared shirt, suits.
- *Clothing unacceptable for HISD employees include:* jeans, overalls, shorts (except in PE/Athletic classes/situations), mini-skirts, T-shirts with logos or sayings unrelated to district events/campuses/groups, bare midriffs, halter tops or revealing necklines, sweat suits, leggings as a single item, Spandex/Lycra or “work-out” attire, shear shirts. (Modesty and measurement guidelines established for HISD students will apply as a minimum standard for HISD staff as well.)
- *Acceptable footwear **does not*** include: house shoes, rubber flip-flops, or pool shoes. Heel height should ensure stability and safety.
- *Hair **must*** be within the range of natural hair colors.
- *Jewelry and accessories* should project a professional appearance. Body piercing or body piercing jewelry must be conservative and is limited to the ear. Jewelry with spikes of any length may not be worn. Tattoos that are lewd, vulgar or depict profanity or prohibited items (i.e. - alcohol, drugs or tobacco products) must be covered at all times.
- *Inclement weather* would necessitate appropriate dress for the conditions. Snowy, icy weather may warrant that the supervisor modify the professional dress code to ensure safety.
- *Staff development days* and days spent in teacher/parent conferencing, regional or area meetings, and training workshops will warrant that HISD participants follow regular professional dress code guidelines.

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- *On teacher workdays*, HISD employees are allowed to wear jeans, overalls, shorts, and T-shirts due to the large amount of time spent moving furniture, books, display materials, etc.
- *With the approval of the supervisor*, attire may be sensibly modified according to an employee's medical needs, job requirements, for special field trips or field days, and for the designated school spirit or theme days on individual campuses.